



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
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Work Programs Section

BWSP OPERATIONS MEMO

No.: 00-43

File: 2899

Date: 06/06/2000

Non W-2 ☒ **W-2** ☐ **CC** ☐

PRIORITY: Medium

SUBJECT: FOOD STAMP POLICY CLARIFICATIONS

CROSS REFERENCE: Food Stamp Handbook Appendices 21.2.5 and 16.8.3
Operations Memos 97-32, 97-113, 99-09, 99-76, 99-78, and
00-32

EFFECTIVE DATE: Immediately

PURPOSE

This memo notifies state and local agency personnel of several food stamp (FS) policy clarifications.

REVIEW PERIODS FOR ELDERLY/DISABLED FS CASES WITH EARNED INCOME

Food Stamp Handbook Appendix 21.2.5 states that households consisting entirely of eligible elderly or unemployable members have 12 month reviews. This is true even if someone in this type of FS assistance group is working. This information will be added to the FS Handbook Appendix in the 00-03 release.

CHANGE REPORTING UPDATE OM 99-09

In Operations Memo 99-09, page 3 is a handout for workers and clients that briefly explains when changes need to be reported.

Under the "Changes in Resources" section it states: "Increase in total cash and savings for all household members that exceed \$2500." This is not correct. It should have said "Increase in total cash and savings for all household members that *reach or exceed* \$2000. For FS groups with a member 60 or over, the limit is \$3000."

These changes are incorporated in the attachment. The copy of the instruction sheet with the Operations Memo header is for your reference; the attached, full size version (the same sheet without the header) is the version that should be given the clients. Please destroy the previous version of this Change Reporting sheet and replace it with the version attached.

REPORTING SHELTER EXPENSES

Reminder: Changes in shelter expenses do not need to be reported until review unless the household has moved.

This is stated explicitly in the FS regulations: Report “changes in residence and the resulting changes in shelter costs.” This is also in FS Handbook 16.8.3.

However, any reported change must be acted upon.

NAFR LETTER

The Review Appointment letter in CARES has been updated to accommodate the mail-in review process. Letter NAFR is found in CARES by tranning to CNSL, the Client Notice Create Standard Letter screen. This letter may be used by workers when setting up mail-in review appointments. When used, this letter should be sent with a mail-in review form.

Do not confuse this with the Review Notice CML1, which is now sent out by CARES on the first Friday of the month before the review month. That notice informs assistance groups of when their review is due.

The NAFR letter is used to notify assistance groups that they are eligible for mail-in reviews.

Refer to Operations Memos 99-76 and 99-78 for details on mail-in review processing and Operations Memo 00-32 for a discussion of CARES review notices and alerts.

NEW EMPLOYMENT REPORTING REQUIREMENT

DES has received a waiver to change the timeframe that a FS recipient can report the receipt of a new job.

Old Policy

The client must report the receipt of a new job within 10 days from the date the job was accepted by the client.

New Policy

The client must report the receipt of a new job *within 10 days from starting the job*.

DES's Office of Food Stamps and Medical Assistance (OFSMA) asked for this waiver because it is more consistent with other change reporting policies. Therefore, effective immediately, when a FS recipient starts a new job, they must report the change within 10 days from the first day of the job. This will be added to the FS Handbook release 00-03.

TRIBAL INCOME BUDGETING

The Food Stamp Special Topics Unearned Income training packet distributed in February, 1999, on page 14, told you to budget the entire quarterly tribal payment in the month of receipt. The payment in the example is regular and predictable. The packet referred to Operations Memo 97-32, which stated that this income is budgeted in the month of receipt.

According to the federal regulations, if the tribal income is regular and predictable, it should be prorated over the time period intended. This was stated correctly in a subsequent Operations Memo (97-113) and will be included in FS Handbook release 00-03.

Summary: Tribal income that is received regularly and is predictable should be prorated over the intended time period.

CONTACT

| | | |
|--------------------------------|------------|--|
| DES CARES & Policy Call Center | Email: | carpolcc@dwd.state.wi.us |
| | Telephone: | (608) 261-6317 (Option #1) |
| | Fax: | (608) 261-6968 |

Note: Email contacts are preferred. Thank you.

within 10 days of the change!

Changes in Number of People in Your House:

- When a person is born or dies
- When someone moves in or out

Changes in Income:

Unearned:

- Changes of \$25 or more

Earned:

- Changes in Salary or Wages
- Changes in Full or Part-time Status
- Changes in the Source of Income

Changes in Housing:

- Your new ADDRESS when you move
- Change in RENT or MORTGAGE PAYMENT if you move
- Change in UTILITY payments, such as phone, lights, heating, cooling if you move

Changes in Resources:

- Change in VEHICLES your household owns
- Increase in total cash and savings for all household members that exceed \$2000 (or for FS groups that have a member 60 or over, \$3000)

To Report Changes:

- Report in writing to the local agency
- Report by phoning your eligibility worker.

Changes that you must report within 10 days of the change!

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